

**DESCRIPTION**

HR & Legal Strategies for People Leaders" is a specialized learning and development course designed to equip professional sports leaders with essential knowledge and skills to navigate the complex landscape of employee relations, performance management, and workplace compliance. Led by renowned legal expert Matthew Grabbell, Esq., this program delves into the top ten most common mistakes made by employers, with real-case examples. By engaging in an ongoing conversation, participants will learn and understand perspectives from the "Employee Lawyer's Playbook," gaining insights needed to take a proactive approach to employee relations. In essence, this experience offers space for honest conversations about how people leaders can create more fair, and inclusive work environments.

**WHO SHOULD ATTEND?**

- Open to all PRO Members
- HR Leaders or those tasked with managing employee complaints
- Senior leadership who are interested in contributing to the creation of a more proactive approach to a more equitable, fair, and inclusive work environment
- Current and aspiring sports business leaders interested in learning more about employment law

**DATES:** September 11 - November 20, 2024

**FORMAT**

- Five (5) live virtual sessions (60 minutes each) scheduled bi-weekly via Zoom
- 2-3 reflection questions per session
- 1 capstone assignment

**SCHEDULE** *(Every other Wednesday at 3:00 pm CT)*

- Wednesday, September 11
- Wednesday, September 25
- Wednesday, October 9
- Wednesday, October 23
- Wednesday, November 6

*Final Capstone Assignment Due: Wednesday, November 20th*



**Certificate of Completion will be provided to participants that attend at least four sessions**

**INTERESTED? [APPLY NOW](#)**

**COURSE MATERIALS**

[The Employee Lawyer's Playbook: The Top-Ten Mistakes Employers Make That Plaintiff Attorneys Seek To Exploit](#) All Participants will receive a complimentary copy of the book

**Session 1: The Latest in Employment Law**

Participants will explore the intricacies of discrimination laws, analyzing recent updates at both federal and state levels through engaging in scenario-based discussions. By addressing the common pitfalls arising from unfamiliarity with company policies, procedures, and broader legal frameworks, participants will gain valuable insights into the significance of uniformly applying company policies to uphold fairness and consistency throughout the organization.

*Required Reading: Employee Lawyer's Playbook, Chapters 3 and 10*

**Session 2: Document, Document, Document!**

Participants explore two critical areas of personnel management: documentation and performance reviews. This session will emphasize the importance of written records for credibility and explore the discrepancies between positive reviews and subsequent termination for poor performance. Participants can expect to gain strategies for conducting reviews effectively, providing timely feedback and coaching, and avoiding misleading or biased assessments

*Required Reading: Employee Lawyer's Playbook, Chapters 4 and 5*

**Session 3: Responding to Employee Complaints**

Participants will examine the importance of proper acknowledgment and action when employees raise concerns about potential misconduct. Participants will learn effective responses that foster positive resolutions and explore the key elements of conducting thorough investigations, from intake to reporting findings, while also examining the necessity of consistent responses to claims of discrimination, harassment, or retaliation, highlighting the alignment required between responses to complaints and potential legal actions that can occur.

**Required Reading:** *Employee Lawyer's Playbook, Chapters 6, 7 and 12*

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**Session 4: Terminations & Tough Conversations**

In this session, participants will learn to navigate common mistakes in employee termination processes. Examining real-life cases involving issues such as "padding the file with too much, too late" and the concept of "quick-trigger termination," participants will gain valuable context and insights to ensure legally sound procedures within the workplace.

*Required Reading: Employee Lawyer's Playbook, Chapters 8 and 9*

**Session 5: Social Media in the Workplace**

Facebook, WhatsApp, YouTube, Instagram, TikTok, Snapchat, and X...Posting on Social Media can be hazardous to your workplace. In the last decade, the use of social media, emails, and texts in the workplace has exploded. This is especially so, given the increase in the number of employees who work remotely. In this session, participants will explore real-life examples and acquire strategies for establishing clear expectations and guidelines that enable employees to engage with social media while safeguarding the organization responsibly.

*Required Reading: Employee Lawyer's Playbook, Chapters 11*

**About the Facilitator:**

**Employee Relations Solutions ("ERS")** was founded after Matthew Grabell, Esq. enjoyed a successful career as an employment attorney representing employees who felt victimized in the workplace by unlawful discrimination, harassment, or retaliation. He was struck by how frequently his adversaries lost their cases due to a company's lack of knowledge of the many legal landmines that could have easily been avoided. In 2007, he decided to switch teams to provide corporations with the legal weapons necessary to limit exposure altogether, while keeping costs of outside law firms down should a lawsuit be filed.

Mr. Grabell opens the plaintiff's "playbook" to corporations who want to know how to protect themselves from issues BEFORE they become legal liabilities. He advises corporations on a 24-hour "on-call" basis and trains managers and executives on the most common areas of liability in employment law. He is a best-selling author and graduated from New York University Stern School of Business and Seton Hall Law School

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**Accommodations Statement**

If you have a disability that requires reasonable accommodation to fully participate in a PRO event, email [membership@prosportsassembly.org](mailto:membership@prosportsassembly.org) at least three (3) business days in advance for arrangements to be made. Your response helps us make all PRO events more inclusive.

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